

## ROUTING AND TRANSMITT SLIP

Date

21 Aug

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1.

2.

3.

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Paul, thanks I have a copy. — Bst.

file GSA

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

\* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

MEMORANDUM FOR:

Per our telecon.  
FYI - Two people from  
RECD/REB attended the  
15 Aug. session - found it to  
be interesting.

I've attached a copy of  
the handout that they  
received.

Date



General Services Administration  
Public Buildings Administration Service

Washington, DC 20405



85-2680

JUL 26 1985

ACTION

Suspense Date 12 Aug '853 ~~100~~ RECD

3C

2DC

/EX

SA

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C/FEGB

PE

C/EBOB

PE

FILE

6 AUG 1985

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

On June 26, 1985, FPMR Temporary Regulation D-71, Work Space Management Reform, was issued by the General Services Administration (GSA) to provide uniform procedures and goals governing the use of Federal work space. GSA's Office of Real Estate invites you and members of your staff to attend a **briefing to review the provisions of D-71 and the specific requirements placed on officials responsible for managing Federal work space including the development of supplemental space factors with a GSA contractor.** For your convenience, briefings are scheduled on **August 15, 22, and 29, 1985, from 9:00 to 10:30 a.m. in the auditorium of the GSA building, 18th and F Streets, NW, Washington, DC.** Please contact Ms. Mabel G. Burley on 566-1875 to schedule your attendance at one of the three briefings.

We are also providing the following informal guidance for preparing the first GSA Form 3530, Work Space Management Plan, required to be submitted to GSA by August 15, 1985.

1. Report agency controlled space by predominant use.

Section 101-17.009, Work Space Management Plan, requires the head of each Federal agency to submit GSA Form 3530, for agency-controlled and GSA-controlled space. Agencies are required to report total office and non-office space under their control. For purposes of preparing this report, agencies may choose to classify their space by predominant use in accordance with the reporting requirements of FPMR 101-3, that is, facilities used most of the time for office functions may be reported as office space. Facilities used most of the time for non-office functions may be reported as non-office space.

2. Use estimated supplemental space factors.

Executive branch agencies are required to submit the first GSA Form 3530 by August 15, 1985. Supplemental space factors for GSA-controlled space are required to be prepared by March 31, 1986 (Section 101-17.104-3(d)). Therefore, agencies may use an

estimated supplemental space factor for GSA-controlled space in preparing the August 15 report. You should, however, be aware that these estimated factors are not to be applied when requesting space from GSA and are in no way binding on GSA in the development of actual factors. They are estimates to be used for one time reporting purposes only.

3. Use best estimate for personnel data.

Agencies should use their best estimate in providing FY86 and FY87 personnel data required for the GSA Form 3530. It is recognized that the personnel data is tentative based upon results of the budget process.

4. Quarterly updates not required.

Paragraph 5(g) of the memorandum transmitting D-71 to Federal agency heads contains a reference to quarterly updates to the GSA Form 3530. Quarterly updates are not required.

We appreciate your assistance and cooperation in implementing this important regulation. We look forward to discussing D-71 with you at our briefings in August. Should you have any questions or require additional guidance please contact Mr. Philip Kogan or Mr. Gary A. Knoke on 566-1875.

Sincerely,



for THOMAS M. SHERMAN  
Acting Assistant Commissioner  
for Real Estate

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WORK

SPACE

MANAGEMENT

REFORM

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A PROGRAM TO IMPROVE THE MANAGEMENT  
OF FEDERAL SPACE AND FACILITIES

**E. O. 12512 INCORPORATES CCMA RECOMMENDATIONS:**

- o MANAGE REAL PROPERTY AS AN ASSET
- o AGENCY ACCOUNTABILITY/RESPONSIBILITY FOR SPACE
- o ANNUAL REAL PROPERTY PLANS
- o OMB OVERSIGHT THROUGH BUDGET AND MANAGEMENT REVIEW
- o GSA POLICY GUIDANCE AND OVERSIGHT
- o GSA OPERATIONAL RESPONSIBILITY

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**FPMR TEMPORARY REGULATION D-71:**

- o ANNUAL WORK SPACE MANAGEMENT PLAN
- o SUPPLEMENTAL SPACE POLICY
- o 135 SQUARE FEET PER EMPLOYEE BY 1990



**ANNUAL WORK SPACE MANAGEMENT PLAN**

- o AGENCY LEVEL
- o SIMPLIFIED ONE-PAGE REPORT
- o GSA/AGENCY INVENTORY
  - OFFICE/NON-OFFICE
  - OWNED/LEASED
  - PERSONNEL
- o 3-YEAR PLAN
- o DATE TO ACHIEVE 135

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#### **SUPPLEMENTAL SPACE POLICY**

- o ALLOWS GOVERNMENT-WIDE STANDARD 135 SQUARE FEET PER EMPLOYEE
- o RECOGNIZES AGENCY/BUREAU MISSION NEEDS
- o GSA CONTRACTOR AND AGENCY DEVELOP FACTORS IN NINE MONTHS
- o PROVIDES SPACE PLANNING GUIDE FOR GSA/AGENCIES

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## **ROLES AND RESPONSIBILITIES**

- o GSA
- o CLIENT AGENCY
- o CONTRACTOR
- o OMB

**GSA**

- o IMPLEMENT SUPPLEMENTAL SPACE POLICY
  - ADMINISTER CONTRACT
- o REVIEW PLANS/COORDINATE WITH OMB
- o MONITOR COMPLIANCE
- o ASSIGN SPACE CONSISTENT WITH FACTORS

**CLIENT AGENCY:**

- o ACCOUNTABLE/RESPONSIBLE FOR WORKSPACE MANAGEMENT
- o PREPARE ANNUAL WORKSPACE MANAGEMENT PLANS
- o ESTABLISH/ACHIEVE GOALS/TARGETS
- o DEVELOP SUPPLEMENTAL SPACE FACTORS WITH GSA CONTRACTOR
- o REQUEST SPACE CONSISTENT WITH FACTORS
- o ACHIEVE 135 SQUARE FOOT GOAL BY 1990

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## **CONTRACTOR**

- o WORKSHOPS
- o NEGOTIATE
- o REPORT TO GSA

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**OMB:**

- o COORDINATE PLANS AND BUDGETS
- o OVERSEE AGENCY PERFORMANCE

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#### **SUPPLEMENTAL SPACE FACTORS**

- o PROCESS
- o APPLICATION



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## **PROCESS**

- o WORKSHOPS
- o NEGOTIATIONS
- o DETERMINATION OF FACTORS (MARCH 31, 1986)

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#### **WORKSHOPS**

- o OCTOBER/NOVEMBER
- o "HOW TO"
- o "HANDS ON"

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## **NEGOTIATIONS**

- o IDENTIFY OPERATIONAL UNITS
- o DETERMINE SUPPLEMENTAL SPACE TYPES
- o DETERMINE SUPPLEMENTAL SPACE AMOUNTS

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#### DETERMINATION OF FACTOR

- o CONTRACTOR DEVELOPS DATA
- o GSA DECIDES
- o LETTER TO AGENCY

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## **APPLICATION**

- o PLANNING GUIDE
- o STANDARD FORM 81
- o LONG TERM REQUIREMENTS
- o SUPERSEDES SAS'

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**FPMR TEMPORARY REGULATION D-71**

IMPROVED MANAGEMENT OF FEDERAL  
SPACE AND FACILITIES